

## **CORPORATE GOVERNANCE – SOCIAL MEDIA POLICY**

### **Purpose**

The purpose of the Social Media Policy is to minimise the Company's social media risk.

This policy defines the Company's view of the use of social media by its Directors, executives and employees, consultants and contractors.

### **Application**

The Social Media Policy applies to all of the Company's Directors, executives and employees, consultants and contractors.

### **Background**

The distinction between professional and private lives can easily become blurred through the use of social media.

### **Social media – personal use**

- References to the Company, either direct or implied, are not acceptable, with the exception of references that contribute positively to the Company's business reputation and/or marketing.
- References to confidential Company information, either direct or implied, are not acceptable.
- Posting comments about work colleagues is not acceptable.
- Posting comments that may have privacy or other consequences for clients, contractors, suppliers, business relationships, etc. is not acceptable.
- Excessive use of social media during work hours will not be tolerated.

### **Responsibility**

Individuals are responsible for the content and security of their own social media accounts. Individuals are also responsible for their own reputation and any impact their actions may have on the Company's or their colleagues' reputation.

### **Related policies**

- Internal Grievance Policy
- Confidentiality Agreement
- Employment Contract

### **Queries**

Any queries regarding the operation of the Company's Social Media Policy should be referred to the Managing Director.

### **Approval/review/amendment history**

The Managing Director approved the Company's Social Media Policy on 1 May 2017. It will be reviewed annually.